



Missing Person Fact Sheet

How to file a missing persons report:

To file a missing persons report please contact the City of Cleveland, Division of Police Missing Persons Unit at 216-623-5263 or contact any of the City of Cleveland Police Districts. Click [here](#) for contact information for each District.

When can you file a missing persons report?

A missing persons report can be filed as soon as you are aware a person is missing.

What information do you need to file a missing persons report?

A physical description (race, height, weight, age, clothing)

Last time person was seen

Location person was last seen

A list of places person regularly visits

Bring a recent photograph (if possible)

Names and addresses of friends and families of missing person

Description of vehicle (if applicable)

Please note: The person reporting the missing person may be asked to file a release form, so that information and photographs related to the missing person can be distributed to the media and other agencies.

What happens next?

Officers complete the National Crime Investigation Center (NCIC) Form and detectives begin their investigation. Missing Persons are classified into one of the categories below:

1. Disability: A person of any age who is missing and under proven physical/mental disability or senility, who thereby subjects oneself or others to personal and immediate danger. *This definition is applicable to the "Endangered/Elderly Adult" designation.*
2. Endangered: A person of any age who is missing under circumstances that indicate their physical safety may be in danger.
3. Involuntary: A person of any age who is missing under circumstances that indicate the disappearance may not have been voluntary.
4. Juvenile: A missing person under 18 years of age. An Amber Alert will be filed.
5. Catastrophe: A person of any age who is missing after a catastrophe.
6. Other: A person over the age of 18 who is missing and does not meet the criteria above but there is reasonable concern for their safety.